



## **PREPARING FOR THE INDIVIDUALIZED EDUCATION PROGRAM**

### Before the IEP Meeting:

- ❑ Review your child's records:
  - Current IEP
  - Most recent report card
  - Progress reports toward the annual goals in your child's current IEP
  - Recent schoolwork samples
  - Performance on district, state or alternate assessments
  - Results of the most recent evaluation (new information/test results should be shared with the team prior to the IEP meeting)
  - Correspondence with school, teacher, others (logbook, notes, letters, etc.)
- ❑ Request to review any and all of your child's records from the school. It may be necessary to request a copy of the records that you do not have in order for your records to be updated. The school has 30 days to meet your request.
- ❑ Photocopy any formal reports/records and keep the originals in a separate file. The photocopied records/reports will be your "working copies" used throughout your child's education.
- ❑ In a 3-ring binder, place your "working copies" and other reports/records in chronological order starting with the earliest and ending with the most recent.
- ❑ Request and review the meeting announcement and proposed agenda from the school, which includes persons attending, the date, time, location, and purpose of the meeting. If you are bringing someone to your child's IEP meeting, inform the school of their attendance.
- ❑ If you are unable to attend the meeting in person, request an alternate means of meeting participation, which could include video or telephone conference calling.
- ❑ Approve or reject an IEP team member's excusal. An approved excusal requires a written agreement from the parent and the school Principal and written input from the excused member provided in advance of the meeting (if applicable).
- ❑ Request information on any district or state assessments (if applicable).
- ❑ Request state guidelines for test accommodations (if applicable).
- ❑ Review the Procedural Safeguard Notice. A copy will be given to the parent upon initial referral, parental request for evaluation, first occurrence of filing a complaint or at a parent's request. Otherwise, the notice will be given one time per year.



- ❑ If you plan to tape record your meeting, inform the school.
- ❑ Develop your Parent Report (see additional handouts)
- ❑ Request and review the draft IEP.
- ❑ Plan to bring the 3-ring binder with your child's records, a notepad and pen, the tape recorder, extra tapes and extra batteries to the meeting.

### During the IEP Meeting:

- ❑ Arrive at least 15 minutes prior to your child's scheduled meeting.
- ❑ Check yourself and your emotions. IEP meetings can be stressful and emotional so try and remember to be cooperative, respectful, calm, and positive.
- ❑ Tape-record the IEP meeting.
- ❑ Be a good listener.
- ❑ You are an equal member of the IEP team so ask questions if you don't understand something.
- ❑ Discuss your concerns listed on the parent report. Your input and information should be considered as the IEP team develops your child's IEP.
- ❑ Praise and acknowledge IEP team members when doing a good job.
- ❑ Prior to the conclusion of the meeting, clarify team agreements.
- ❑ Ask the Care Coordinator, when the Prior Written Notice will be completed.

### After the IEP Meeting:

- ❑ Expect to receive:
  - a Prior Written Notice (PWN) stating the actions of the school regarding the decisions made at your child's IEP;
  - a copy of the IEP (if revised);
  - progress reports as often as report cards are provided to all students;

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